



Student Association of George Brown Part Time On-Campus Opportunities

Job Title: Events & Recreation Support Staff
Reports to: Senior Coordinator, Events & Recreation
Department/ Program: Operations, Events & Recreation
Job Type: Part-time, Temporary Support Staff

Location of Work: GBP Campuses (Casa Loma, St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBP and Student Association), Remote work where applicable

Will Train Applicant(s): Yes
Travel Required: Yes
Hours: up to 20 hours per week
Rate of Pay: \$17.60 per hour (\$17.95 effective October 1, 2026)
Position Type: Part-Time Temporary Contract
Start & End Date: August 18, 2026 - April 28, 2027
Number of Vacancies: multiple positions available
Posting Expires: October 7, 2026 11:59PM *or until position is filled

How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to hiring@sagbc.ca Subject Line: <your name>: Events and Rec Support Staff Application
 2. Complete the following SparkMeet video interview:
https://app.sparkhire.com/job_assessments/99b6a272-3fcf-4391-a8b2-316830de0a97/links/a33152a4-2f67-43df-9452-e51e8aa4bdc4
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About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBP and the institution itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Hub, and the Student Nutrition Access Program, events and recreation, clubs, academic support, and legal services.

Job Overview

The primary purpose of this position is to promote, support and run events planned by the Events & Recreation Department. Please note that engaging with students on campus is an extremely large component with this job. Having the ability to approach students & connect with them is an asset we look for in a potential applicant.

General Responsibilities:

- Marketing and promotions for Events & Recreational programming which consist of the following;
 - Engaging with students through face-to-face promotion
 - Distribution of flyers for upcoming events
 - Online engagement with students via the Events & Recreation social media outlets (Instagram, Facebook & etc.)

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- Supporting the SA Communication department team with campus poster and other on campus & online student engagement when needed.
- Brainstorming & developing creative ways to engage students on campus & online
- Handle all aspects of set up and tear down of events, including clean up at the end of the event, collecting feedback
- Help with registration and check-in processes at events, including managing participating students and their guests, distributing materials, and providing directions.
- Support with monitoring and managing event spaces to ensure a positive experience for students, addressing issues as they arise.
- Assist with stuffing the frosh kits, assist with event inventory and materials related to events, ensuring supplies are available and well-organized.
- Participate in event activities when requested
- Support other Student Association services when requested
- Other duties as assigned as required.

You Have:

- The ability to multitask
- An outgoing personality and demonstrate professionalism
- Excellent communication and interpersonal skills, with a friendly and approachable demeanor.
- The ability to work in a team
- The ability to solve problems
- Availability to work nights
- The ability to take initiative and work independently
- Flexibility to work evenings and weekends as required for events.
- Experience with event planning or customer service is an asset
- Value equity, diversity, and inclusion
- Capable of fulfilling the physical requirements of the job outlined.

Required:

- Full-time GBP students enrolled in 2026-2027 prioritized, or GBP part-time students and/or recent grads/alumni.
- Availability - You must be available for an organization wide full-day training on August 18th and 19th. Job offer/continued employment is contingent on availability. You must be available to work a minimum of 3-hour shifts. Typical shifts occur Monday through Friday, 9 am-5 pm.

Student Association Vision: Students are empowered to influence a just world.

Mission Statement: We are committed to supporting each other and the students of George Brown Polytechnic in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity: The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.